

GETTING STARTED WITH *eGRANTS*

FOR STATE COMMISSIONS AND AMERICORPS PROGRAMS

Welcome to eGrants! This document contains step-by-step instructions on setting up your account, logging on, and running queries and reports.

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I. Setting up your computer for eGrants

To use *eGrants*, you'll need:

- A computer
- A monitor that is set up to accommodate eGrants' screens
- Access to the Internet
- Adobe Acrobat reader

Note to Mac Users: *You may not be able to access eGrants at this time. Some versions of the Mac operating system are not compatible with eGrants. We are working to resolve this issue. If your Mac operating system does not work with eGrants and you can't find a Windows based computer to submit your application you should submit a paper application to your program officer.*

Monitor: A 15- inch monitor will work, but a 17-inch monitor works better. Your screen resolution should be set to at least a 1024 x 768. This is very important for your sanity as you use eGrants! If your screen resolution is set lower, you won't be able to see the entire *eGrants* page and you'll have to scroll over and down frequently to access necessary fields.

To change your resolution in Windows:

1. Click the *Start* button
2. Click on *Settings*
3. Select *Control Panel*
4. Select *Display*
5. Select the *Settings* tab
6. In the Screen Area box, it will indicate what the current resolution is. If it's not **1024 x 768 pixels**, move the little arrow to the right one notch, or until the resolution is correct.
7. Click *Apply*
8. A popup warning will come up telling you that Windows is going to resize your desktop and that your screen may "flicker"
9. Click *OK*
10. Your screen may go black for a moment. When it comes back, you'll notice that the characters are much smaller, but that you can view a wider portion of your screen. (When you're not using *eGrants*, you can always set the resolution back by following the same instructions.)
11. You will have a message asking if you want to keep this setting. Select *Yes*.

(If you don't have Windows, or if these steps didn't work, contact your State Office.)

Computer: You need to use eGrants with a computer that has a processing speed of at least 300 MHz, and the operating system should be Windows 98 or higher.

Internet Access: As with other web-based systems, a speedy Internet connection, like a T1 line, DSL, or cable modem works best. You can also use a dial-up with a 56K modem. A slower modem (such as 28.8K) will make eGrants exceedingly slow. (Upgrading your modem is easy and inexpensive – they're widely available online and through computer and office supply stores.)

Browser: To use eGrants, you'll need:

Internet Explorer (IE) 5 or higher
-or-
Netscape 4 or higher

Which Browser do I have?

The easiest way to tell is by looking at the icon.

Internet Explorer looks like this:

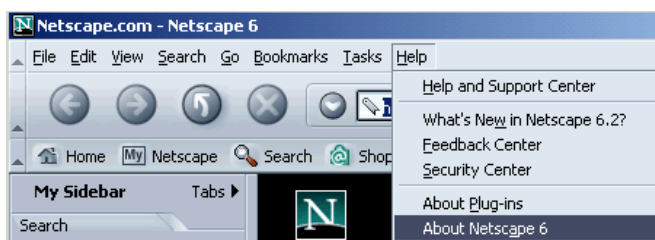


Netscape looks like this:



What version do I have?

To find out which version you have, open the browser, and then click on *Help* from the menu, then select *About Internet Explorer* or *About Netscape*.



A window will display the version number. If you need to upgrade your browser, go to:

Internet Explorer: <http://www.microsoft.com/windows/ie/downloads/ie6/default.asp>
Netscape: <http://wp.netscape.com/computing/download/index.html?cp=h0p05ft6>

Which Browser should I use?

eGrants works with either Netscape or Internet Explorer (IE). If you have IE 5.5, you'll get to skip the step of installing Jinitiator, so if you're upgrading, IE 5.5 would

be a good choice. The setup is slightly different depending on which you choose. Here are the specific instructions for each:

Setup for Internet Explorer

The setup for Internet Explorer depends on the version you have. If you have 5.5 you only need to make some minor setting changes in your browser, verify that your **Java Virtual Machine (JVM)** is the correct version, and you're good to go. To check the version of your JVM, you'll need to enable the Java console. To do that, open your browser and:

1. Select *Tools* → *Internet Options*
2. Select the *Advanced* tab
3. Under Microsoft VM, check the box: *Java console enabled*.
4. Close Internet Explorer and open it again.
5. Display the Java console by selecting *View* → *Java Console*.
6. The JVM version will be displayed. It should be at least release 5.0.0.38. If it is not, the latest version can be obtained for free from the Microsoft Website <http://windowsupdate.microsoft.com/> and is also available on the CD-ROM you received in Salt Lake City. If you go to the Microsoft Website, click on *Product Updates*. The site will automatically check to see what updates your computer needs, and then will take you to a new page. Under *critical updates package* click on the *individual updates* link. Look for an update that refers to JVM and follow the directions for downloading.

Setup for Netscape

To use eGrants with Netscape, you'll have to install the free applet from Oracle Corporation called **JInitiator**. You'll be prompted to install it when you first run eGrants (see creating Your eGrants Account below).

If you are running **version 6** of Netscape, you will have to **move a file** from one directory to another **after** installing **JInitiator**.

Specifically, move the file: **NPJinit-11816.DDL**

From this directory: **c:\Program Files\Oracle\JInitiator 1.1.8.16\Bin**

To this directory: **c:\program Files\Netscape\Netscape6\plugins**

If you don't know how to move a file, here's what you do:

1. Go into the **c:drive** of your computer. Open the folder called **Program Files**; then open the folder called **Oracle**, then open the folder called **JInitiator**, and, finally, open the folder called **bin**.
2. Find the file: **NPJinit-11816.DDL** and put your cursor on it. Go to "Edit" on the menu and select "cut."
3. Go back to the **Program Files** folder. Open the **Netscape** folder, then open the **Netscape6** folder, and finally, open the **plugins** folder. Go to "Edit" on the menu and select "paste."

Adobe Acrobat Software

In order to view reports in *eGrants*, you'll need to install document-viewing software called **Adobe Acrobat Reader**. Make sure you have version 5.0 so that you can save any reports that you print. This is available free at <http://www.adobe.com/products/acrobat/readstep2.html>.

II. USING EGRANTS

A. Before You Begin

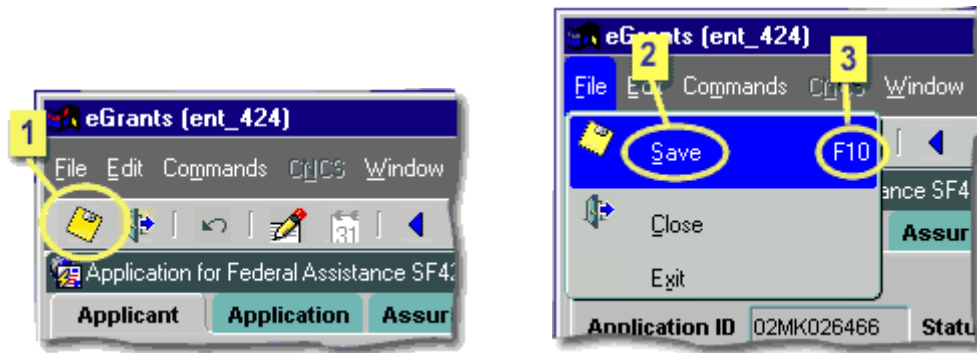
You'll need:

1. Obtain the **Employer Identification Number (EIN)** for your organization. You'll need it to create your *eGrants* account.
2. Make sure you have an **email account**. You need an email account to receive your username and password when you create your account as instructed below. If you don't have an email account you can create one through one of the free email accounts available (e.g., yahoo.com or hotmail.com)
3. If you're applying for a continuation grant (year 2 or 3 of a 3-year grant), you'll need the program's Grant Number.

B. Save Your Work!!

As you use *eGrants*, don't forget to save your work frequently. A good rule of thumb is to save every 5-10 minutes. This will greatly reduce your frustration if you lose your Internet connection or accidentally close your browser. You can use the yellow diskette icon in the upper-left corner, or F10 on your keyboard.

Three ways to save:



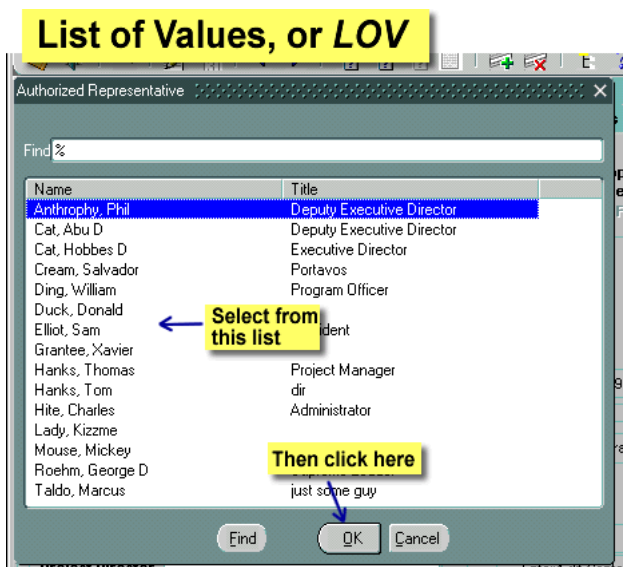
Don't close the browser window with the blank, gray background!
Doing so may interrupt your eGrants session, and you could lose any unsaved work!

C. List of Values

Throughout the application, eGrants uses a drop-down menu referred to as a LOV, or List of Values.

You'll know there's a LOV when you see a gray button with a triangle (▼) to the right of a field. You can either select from the list, and click *OK*, or you can type a keyword in the *find* field, and click on *Find* to see all the listings that contain your keyword.

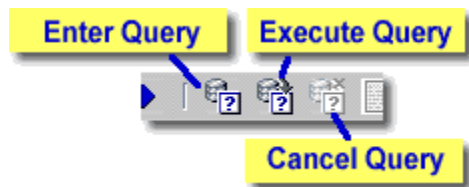
Here's what a *LOV* looks like.



D. Query

If you're from a state commission, or if you're applying for more than one grant, you'll need to become familiar with *Query Mode* in order to find specific applications (*records*). Here's how it works:

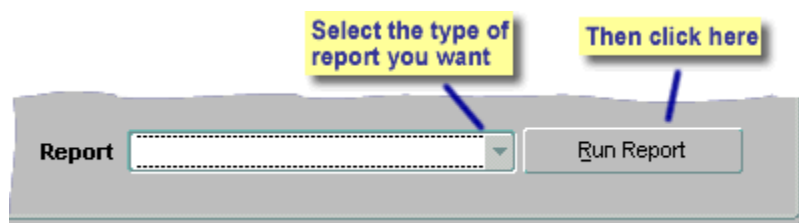
Click on the *Execute Query* icon on the toolbar along the top of the eGrants screen, or use F7 on your keyboard.



The query in *eGrants* is similar to a query in Microsoft Access. When you're in *Query Mode*, you type information into fields, then you *execute* the query to find records that match what you entered. For example, if you're looking for a specific application and you know the *Application ID*, you can type the ID into the *Application ID* field. Use the query buttons on the toolbar to enter, execute, or cancel a query. When you're in *Query Mode*, all the fields have a yellow background.

E. Reports

What's the fun of entering all this information if you can't see a nice report? A *report* in *eGrants* is a PDF document that you can generate at any time once you've created your application. You can create reports of your application and budget by clicking on the LOV (List of Values), then on *Run Report*.

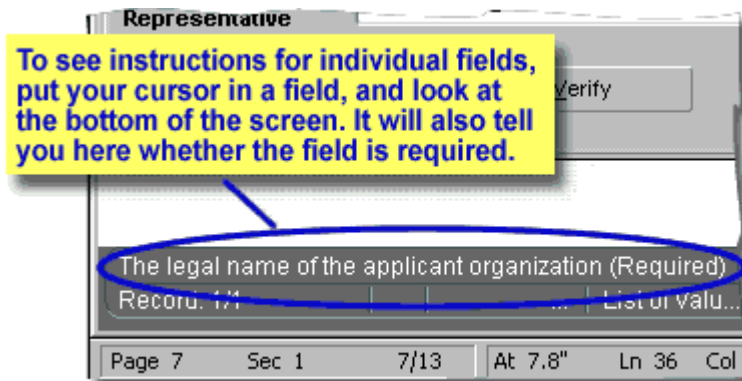


eGrants will open your report Adobe Acrobat Reader. From there, the world is your oyster! You can read, print, or save the file to your hard drive.

F. Navigation

Field Information: *eGrants* has a handy feature to show you information on individual fields. It will tell you what type of information should be entered into each

field, and whether the field is required. Just put your cursor in a field and look to the bottom of the screen.



Navigating between records. If you're applying for more than one grant, or if you're from a State Commission, you have more than one application on file, and you'll want to move between them. You can use the query (see D, above) to find specific records. Or you can use the previous and next record icons on the top toolbar.

Previous and Next record icons:



III. CREATING YOUR *EGRANTS* ACCOUNT

The first thing you'll need is an account. Here's how to create it:

1. Go to the Corporation's web site at www.nationalservice.org and click on the **eGrants** button.


Note to AOL Users: If you connect to the Internet with AOL, you must minimize the AOL browser after you establish your connection and open either Netscape or Internet Explorer, and before attempting to open the www.nationalservice.org web site.

2. Click on *New User*.
3. If you are using Internet Explorer 5.5, you get to move on to step 4. Otherwise, follow the instructions below for installing Jinitiator. Don't worry, it's easy and it only takes a few minutes.

If you are using a browser other than Internet Explorer 5.5, you'll need to install Jinitiator. Here's how to do it:

- a. Close all open applications on your desktop except your browser (Netscape or Internet Explorer).
- b. After you click on the *New User* button, you'll see a popup window that says, *This will install Oracle JInitiator 1.1.8.19: do you wish to continue?*
- c. Click *Yes*.
- d. The setup wizard that will guide you through the rest of the JInitiator installation.
- e. Click the *Next* button on the *Welcome* message
- f. Click the *Next* button on the *Choose Destination Location* screen (do not change the destination location).
- g. JInitiator will install, and it will tell you when it's done. Then just follow the directions on the screen. *That's it!*

4. Click on the *Create Account* button. (Internet Explorer 5.5 users will have a short wait at this point.)

	Don't close the browser window with the blank, gray background! Doing so may interrupt your eGrants session, and you could lose any unsaved work!
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5. It will ask if your organization has done business with the Corporation in the past. Select *Yes* and click *Next*. (Your sponsor's employer identification number (EIN) and previous grant numbers will already be in eGrants.)
6. Enter your organization's EIN. If there is more than one on file, you'll be prompted to select from the list.
7. Make sure the information about your organization is correct. If any information is incorrect, the grantee administrator for your organization can correct it on-line. For information on the Grantee Administrator role and for Instructions on correcting organization information, please see Section VII.
8. Click the *Next* button and enter your personal information (name, title, phone number, email address, etc). **Make sure you enter the right email address since this is how eGrants will notify you of your user name and password.** Make sure you enter a choice in "Prefix" (Mr. Ms., etc.) or you'll get an error message that may force you to start over.
9. Click the *Create an Account* button.
10. You'll get an email with your username and temporary password.

11. Close the *eGrants* browser window (the one displaying a blank gray screen).
12. After you receive your username and password, follow the directions in the section *Logging onto eGrants* (below).

! Anyone from your organization who will be working on any part of your grant application will need an account to access eGrants. This includes your sponsoring agency Executive Director or other representative who will serve as the authorized certifying official. Even if that person is not involved with entering any of your grant application, they'll need to have an account in order to *certify* (sign) the application.

IV. LOGGING ONTO *EGRANTS*

The first time you log on:

1. Enter your username and the password from the email notification.
2. It will tell you that your password has expired and that you need to create a new password. Of course, your password didn't actually expire (how could it? You just got it!), but it tells you this the first time you log on as a way to prompt you to change it.
3. Change your password. Your new password:
 - Can't start with a common word from the dictionary
 - Must contain at least one number
 - Can't start with a number
 - Has to be at least 6 characters long

Subsequent logons:

1. Go to the Corporation's web site at www.nationalservice.org
2. Click the *eGrants* button
3. Click on *Sign In*
4. Enter your username and password at the prompt (leave the *database category* blank).
5. Click the *Connect* button.

VI. THE GRANTEE ADMINISTRATOR ROLE/UPDATING ORGANIZATIONAL INFORMATION

There are two grantee user roles in eGrants. They are:

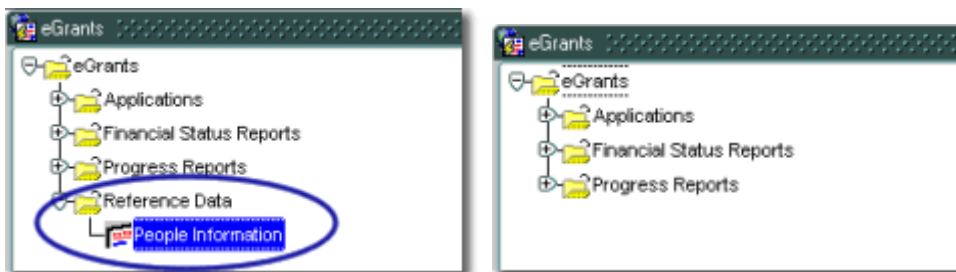
- Grantee Administrator
- Grantee (Everyone Else)

Grantee Administrator responsibilities:

1. Enter personnel information. The Grantee Administrator enters new people into eGrants who need to be selected within the system, but don't need to log on.
2. Assign roles for use in eGrants
3. Maintain and modify personnel information. The Grantee Administrator assigns roles to users within the organization, maintains pertinent information regarding the individuals in the organization and for deactivates people when they are no longer associated with the organization.

Account Security: The Grantee Administrator is responsible for deleting accounts of individuals who should not be associated with your organization. You will receive an email notification each time that someone creates an account for your agency. You do not have to approve the account, but you do have to delete accounts that have been created incorrectly.

If you're the Grantee Administrator, your eGrants menu will look like the picture on the left. If you're not, it will look like the picture on the right.



To enter personnel information, click on *People Information*.

The Maintain People form has four sections.


Organizations. You can modify the Name, External Type, or EIN directly in the form if needed. Or you can click the Edit button and the Edit Organization window will pop up. You can then modify organization information.

The top part of the People section contains the Prefix, First, Middle, and Last Names, Suffix, Active indicator, and ID for each individual associated with the organization.

People is where you enter the names and contact information. To enter a person, click on the first blank line and enter the person's name. When you're done with the row, you can move on to the next row, or, with a row highlighted, complete the rest of the form for that person. The SSN is used for peer reviewers. If the User Name field is blank, the person doesn't have an account to log on to eGrants. **Do not add individuals to an organization until they have created an account, otherwise they will not be able to create their account.**

Roles contains a list of values of the roles that can be assigned to a person. You can assign people to *Grantee* and *Grantee Administrator* roles. The grantee role allows access to the application and budget. A person who does not have an assigned role would be someone who may need to receive correspondence (i.e., emails, letters) but do not need to access any part of the system. Even if you assign someone a role, they'll still need to create a logon account.

Address. You can enter more than one address for a person, and use the scrollbar to navigate between different addresses.

Deleting. To delete a person, highlight the row that contains the person's name, (the fields will have a blue background) and click the *delete record* button on the top toolbar () or <shift + F6> on your keyboard.

VII. FREQUENTLY ASKED QUESTIONS

1. *What if I already have my application saved on my computer?*

You can then complete the application online using your existing application. You should be able to “cut and paste” text from an existing document (e.g., Microsoft Word) and enter this into *eGrants*. Please note that if you try to cut and paste and nothing happens, then you have tried to cut and paste more information than is allowable for that particular field.

2. *When does the application need to be submitted via eGrants?*

Refer to your AmeriCorps guidelines.

3. *For a continuation, are we required to complete the narratives and objectives?*

Since we are in a period of transition, you do need to complete the narratives and objectives. In future submissions, you will only need to complete new narratives and work plans for the first year of a 3-year grant.

4. ***Where does my application go when it is submitted?***

The *eGrants* system will automatically notify your State Commission or CNCS when your application is successfully submitted.

5. ***After I submit my application, can I save a copy of it for future reference?***

Since *eGrants* is a web-based system, the documents you create, such as your grant application, are there in *eGrants* "on demand" for you. You can access your grant online whenever you might wish to reference it, but it is not set up as the type of document that you can "save" to a CD, the same way you might save a word processing document. You can, of course, print your grant application if you would like to keep a paper copy on file.